

**POSITION DESCRIPTION**

1. Agency PDCN

70165000

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New  <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other  Replaces R9594000 & R9596000, Materials Handler, WG-6907-06.	<b>3. Service</b> <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	<b>4. Empl Office Location</b>	<b>5. Duty Station</b>	<b>6. OPM Cert #</b>
	<b>7. Fair Labor Standards Act</b> Not Applicable	<b>8. Financial Statements Required</b> <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	<b>11. Position is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	<b>12. Sensitivity</b> <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	<b>13. Competitive Level</b>

**15. Classified/Graded by**☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Materials Handler	WG	6907	06	RMP	29-Jun-98

<b>16. Organizational Title</b> (If different from official title)	<b>17. Name of Employee</b> (optional)
<b>18. Dept/Agency/Establishment</b> - National Guard Bureau  <b>a. First Subdivision</b> - State Adjutant General  <b>b. Second Subdivision</b> - ARNG, US Property & Fiscal Ofc	<b>c. Third Subdivision</b> - Supply & Services Division  <b>d. Fourth Subdivision</b> - Storage & Distribution  <b>e. Fifth Subdivision</b> -
<b>19. Employee Review.</b> This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)

**20. Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

**21. Classification/Job Grading Certification:** I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

ROGER M. PARRISH

POSITION CLASSIFICATION SPECIALIST

Signature

Date

//SIGNED//

29-Jun-98

**22. Standards Used in Classifying/Grading Position**  
USOPM JGS for Materials Handler WG-6907, Sept 90

**Information For Employees.** The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

<b>23. Position Review</b>	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

**24. Remarks:**

Released from NGB-HRP-WC, CRA-98-1008, Dated: 29-Jun-98 (Revised 14-Oct-98)

**25. Description of Major Duties and Responsibilities (SEE ATTACHED)**

25.

**A. INTRODUCTION:**

This position is located in a maintenance facility, warehouse, training site, supply or support type facility. Its purpose is to oversee one or more product lines, a segment of a large warehouse, or serve as the senior employee in a smaller warehouse or supply facility.

**B. DUTIES:**

1. Performs a full range of warehousing activities to include receiving, storing, selecting and shipping bulk and bin materials and equipment. Assists in the development of plans for storage and arrangement of stock to determine warehouse configuration, setup, movement, rearrangement and traffic flow. In larger warehouse facilities, the incumbent may participate in developing storage and space utilization plans in accordance with materials storage areas. The assignment may include insuring the safe receipt, storage, and movement of hazardous items such as ammunition, explosives, chemicals, or radioactive materials in accordance with facility and regulatory requirements. In smaller warehouses, the incumbent serves as the senior non-supervisory worker of the facility, laying out storage space, establishing item locations, determining organization and arrangement of stock, identifying high and low usage items. Serves as the senior member of a warehouse project team comprised of material handlers involved in a special project such as relocating a major commodity or equipment group, or setting up a new commodity group area. Prepares items for processing, utilizing appropriate Standard Army Management Information System (STAMIS) such as computer terminal and bar code reader to read, store, track and prepare material documentation. Performs classification inspections for material within range of authority. Ensures formal accountability when receiving, storing or issuing. Insures that special documentation remains with materials throughout the storage/issue process, i.e. Material Safety Data Sheet (MSDS), Controlled Cryptographic Item (CCI) certificate, and applicable annexes, Departments of Army Form 581, Ammunition residue certificate. Performs quality assurance inspections of materials in storage. Prepares a variety of supply documents and reports.
2. Coordinates incoming and outgoing shipments and placement of materials within docking area. Schedules personnel to facilitate movement in accordance with priorities, scheduling requirements and space allocations. Operates large warehouse perimeter vehicles such as cargo tractors, stake trucks, mobile cranes, and forklifts ranging in size up to 10,000 lbs.
3. Prepares inventory and production reports, screens and identifies shipping and receiving documents for discrepancies, and directs shipments to shipping or storage areas. May be required to store hazardous materials. This requires knowledge or specialized handling, storing, and safety procedures that can only be gained through formal course of study and on-the-job training to insure adherence to governing regulatory procedures and policies. Operates numerous hand and stationary power tools.
4. Identifies, examines, classifies, accepts and disposes of a wide variety of materials and property including electronic equipment, aircraft and automotive components and assemblies. Determines physical condition and serviceability of material and property. Checks stock

numbers and part numbers in supply catalogs to adequately identify property. Advises supervisor about inconsistent shipment information, defective material or property, and damage from shipping. Recommends action to be taken. Prepares statements of facts pertaining to loss, damage or destruction of property. Routes items to maintenance activity for technical inspections when defects, excessive wear, corrosion, missing parts or damage is discovered.

5. Performs other related duties as required.

C. SKILLS AND KNOWLEDGE:

Exercises knowledge of the overall warehousing plan, documentation requirements, and accepted warehousing methods, procedures, and techniques. Applies knowledge of basic design and construction principals for the construction of standard and non-standard shipping and storage containers. Demonstrates ability to read or understand complex verbal or written instructions pertaining to warehousing duties, responsibilities and procedures. Exercises technical knowledge of transportation, security, environmental laws, and regulations in daily warehouse duties. Applies technical knowledge of automation systems in daily operations. Must be able to work as a team member to accomplish the mission assigned. Must possess knowledge of various supply classes and distinguishing characteristics of similar classes. Must have knowledge to identify materials and their condition. Incumbent must know how to route materials for technical review, storage, repair or disposal. Utilizes knowledge of a wide variety of material to perform required research for item identification.

D. RESPONSIBILITY:

Works under the general direction of a supervisor, performing duties in accordance with established procedures and operating instructions. Work is accomplished with a high degree of independence. Work is reviewed for results achieved, to include the meeting of schedules and priorities. Incumbent is relied upon for accuracy of stock balances, orderliness of stock areas, adherence to general warehousing plans, and customer service effectiveness. May direct and provide guidance to lower grade workers.

E. PHYSICAL EFFORT:

Incumbent often stands on hard surfaces for extended periods of time. Work involves bending, stooping, and working in tiring and sometimes uncomfortable positions. May lift and carry items that weigh up to 70 lbs. The heavier items are moved with material handling equipment, or with assistance from other workers.

F. WORKING CONDITONS:

Works inside or outside in areas that may be hot, damp, cold, drafty, or poorly lighted. Incumbent is regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock or mechanized conveyor systems. May be exposed to dust, dirt, grease, and solvents and to high noise levels in working areas, the incumbent may be subject to exposure from radiation, toxins, explosive hazards, or chemical fumes. Work may require wearing protective clothing such as hard hats, steel-toed shoes, rubber gloves, masks, and rubber aprons.

**EVALUATION STATEMENT**

- A. Title, Occupational Code, and Grade: Materials Handler, WG-6907-06.
- B. Reference: USOPM JGS for Materials Handler, WG-6907, Sept 90.
- C. Background: This PD replaces both R9594000 and R9596000, Materials Handler, WG-6907-06. This re-description is a part of a national study and has been updated to recognize current duty assignments and responsibilities of the position.
- D. Occupational Code, Title and Grade Determination:
1. Occupational Code and Title: Primary duties involve receiving, storing, and assembling for issue, shipment, and distribution a wide variety of bin and bulk supplies, materials, and equipment. Duties, as well as skill and knowledge requirements, are contained in the series definition of cited reference. This position is therefore coded to the WG-6907 series and titled Materials Handler.
  2. Grade: Work is performed with a high degree of independence. An in-depth knowledge of the overall warehousing plan, documentation requirements, and accepted warehousing methods, procedures and techniques are required. As a senior worker, functional responsibility is assigned for a major commodity segment or equipment group. This is a substantial match to the WG-06 level of the WG-6907 job grading standard.
- E. Conclusion: Based on the above evaluation, this position is classified as Materials Handler, WG-6907-06.

Classifier: Roger M. Parrish

NGB-HRP-WC

Date: 29 Jun 98 (Revised 14-Oct-98)